

Conditional Use Permit Procedures

1. Applicant confers with planning staff to determine the nature of the Conditional Use Permit (CUP) application request and to review the requirements of the Zoning Ordinance.
2. Applicant obtains a CUP application from the Planning Department.
3. Applicant completes and signs the application and submits the completed application, fees, and site plan (If required) to the Planning Department.
4. The matter is scheduled for a Development Review Committee (DRC) meeting.
5. The DRC reviews the application and either recommends approval, conditional approval or disapproval to the Planning Commission.
6. The matter is set for a public hearing before the Planning Commission.
7. The Planning Commission conducts a public hearing and either approves, conditionally approves, or disapproves the CUP application.
8. If the Planning Commission grants the CUP, staff mails a written conditional use permit to the applicant.
9. The CUP becomes effective after a fifteen (15) day appeal period.
10. If the Planning Commission denies the CUP, the applicant may file a written appeal to the City Council within 15 days. This appeal should be filed with the City Clerk.